



702 3RD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
December 2, 2020

PRESENT:

Alysia Yourczek	Virginia II
Cassie Adams	Virginia I Representative
Cherie Averill Manner	AEOA Board Representative
Crystal Smith	Hermantown-Lake Cty EHS HB
DaNeil Sirjord	Community Representative
Diane Taylor	Policy Council Representative to the AEOA Board
Doris Wehrenberg	Chairperson/ Hibbing I, II, III
Kristen Schultz	Carry Over Parent
Stacy Cordle	West Range & PSHB
Barb Fedora	Education Manager
Charisse Salo	Program Manager
Connie Derickson	Program Manager
Ileigh Gorham	Disabilities & Mental Health Manager
Jerry Crittenden	Family Svc Community Relations ERSEA Manager
Kelly Hill	EHS Program Manager
Kristine Norberg	Health Manager
Meghan Winsor	Disabilities & Mental Health Manager
Christine DeGroote	Head Start Assistant Director
Tracy Sandnas	Head Start Finance Supervisor
Norman "Skip" Ferris III	Head Start Director

SITES NOT REPRESENTED OR EXCUSED:

Cathy Zelinski-Excused
Chisholm & Northern Tier EHS-Absent
East Range EHS-Open
Eveleth-Gilbert-Absent
Hermantown-Absent
Carry Over Parent Sara Koski-Absent
Hibbing & CHIC EHS-Excused
Hibbing IV -Open
Mt. Iron Buhl-Open
Policy Council Rep to the Board Diane Taylor-Excused
Two Harbors/Proctor-Absent

Quad I & II-Absent

The Policy Council meeting was held on December 2, 2020 virtually via Zoom during the COVID-19 pandemic.

- I. **CALL TO ORDER:** Cassie Adams SPA Representative, called the Arrowhead Head Start Policy Council Meeting to order, at 9:51 a.m. on Wednesday, December 2, 2020. Chairperson Doris Wehrenberg had technical difficulties.
- II. **ROLL CALL:** Roll call was taken showing 9 members present. A quorum was established.
- III. **CORRECTION/APPROVAL OF August 5, 2020 POLICY COUNCIL MINUTES:** None. **Cherie Averill Manner moved to approve the October 6, 2020 Policy Council Minutes as written, supported by Kristen Shultz. Motion carried unanimously.**
- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.
- V. **CORRESPONDENCE:** None.
- VI. **ELECTION OF OFFICERS:** Tabled until our 2/3/2021 meeting. **DaNeil Sirjord moved to table the election of officers until our 2/3/2021 meeting, supported by Kristen Shultz. Motion carried unanimously.**
- VII. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Skip reported that we are trying to follow all the school's schedules due to the Covid pandemic. The rising cases in positive COVID cases has most schools going to all distance learning through the holidays, which we are also doing at our Head Start classroom sites. One of the disadvantages for our program going to distance learning is the layoff our Classroom Assistants due to lack of work during distance learning. Their layoff is scheduled through the holidays and their return is contingent upon the COVID case numbers and when the school districts will re-open for in-person/hybrid learning.

The Minnesota Department of Human Services Licensing Division conducted Health and Safety reviews via Zoom in our Virginia, Babbitt, Eveleth-Gilbert and Mountain Iron-Buhl classrooms. Hibbing and Chisholm classrooms will be reviewed next. Our reviews this far have all been good and there have been no findings.

Skip is working on our FY 2021 Federal Grant Application due by January 1, 2021. **Cassie Adams moved to accept the Director's Report, supported by DaNeil Sirjord. Motion carried unanimously.**

B. FINANCIAL REPORT:

Skip presented the financial statements.

SFY 2020 MN HEAD START GRANT: This grant for \$552,050.00 is for the period from July 1, 2020, through June 30, 2021, the Current Period Actual Expenditures are \$54,776.58; the YTD Expenditures are \$190,716.51; YTD Encumbrance is \$0.00; and the Balance is \$361,333.49. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL PRESCHOOL HEAD START GRANT: This grant for \$2,611,067.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$219,788.16; the YTD Actual Expenditures are \$1,449,073.20; the YTD Encumbrance is \$0.00; and the Balance is \$1,161,993.80. Spending of this grant is on target with our planned expenditures and projections.

FY 2020 FEDERAL EARLY HEAD START GRANT: This grant for \$1,187,771.00 for the period from April 1, 2020, through March 31, 2021. The Current Period Actual Expenditures are \$94,240.25; the YTD Actual Expenditures are \$807,975.01; YTD Encumbrance IS \$0.00, and the Balance is \$379,795.99. Spending of this grant is on target with our planned expenditures and projections.

CREDIT CARD REPORT: Skip went over the monthly credit card report with members. **Cassie Adams moved to accept the Financial Reports, supported by Kristen Schultz. Motion carried unanimously.**

- C. COMMUNITY RELATIONS MANAGER REPORT:** Jerry presented the enrollment report. He explained the how to read the report to new members. Due to Covid our enrollments are down where we are not at full enrollment. Part of this is due to limiting class sizes and part is due to families not applying for Head Start during the COVID-19 pandemic. We will continue to recruit families for Head Start/Early Head Start. **DaNeil Sirjord moved to accept the Community Relations Manager's report supported by Kristen Schultz, Motion carried unanimously.**

- D. AEOA BOARD MEETING October 21, 2020:** Skip reported that this was the annual board meeting. Financial reports were shared, and the required Head Start training to the Board was completed. The Blue Cross Blue Shield Campaign raised funds and awarded them to AEOA. The Ely Food Shelf will be moving into its own facility. Scott Zahorik talked about the new ramp renovation at the agency. 25-year and retiring employees were recognized. Skip presented the Head Start annual report and Beth Peterson presented AEOA's annual report. AEOA has a brand-new website. Resolutions for the agency included Health Insurance, Senior Services Upper Lakes Food contract, and the annual filing with the State Attorney

General's office. **Cherie Averill Manner moved to accept the AEOA Board of Director's report supported by Kristen Schultz. Motion carried unanimously.**

VIII. OLD BUSINESS:

- A. FY 2021 FUNDING APPLICATION:** Skip presented the budgets for the funding application, the program goals and the application continues with programming that was done this past year to members. **Cherie Averill Manner moved to accept the FY 2021 Funding Application supported by Kristen Schultz. Motion carried unanimously.**
- B. SCHOOL READINESS:** None.
- C. PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

IX. NEW BUSINESS:

A. NEW HIRES: None.

B. POLICIES AND PROCEDURES: These can be viewed at www.aeo.org

NAME	MOTION TO ACCEPT	MOTION SUPPORTED BY	FINAL
Coaching Policy	Cherie Averill Manner	DaNeil Sirjord	Approved

C. POLICY COUNCIL MEETING SCHEDULE: Next meeting Wednesday, February 3,2021. This will most likely be another virtual meeting through Zoom.

X. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None.

XI. MISCELLANEOUS DISCUSSION: None.

XII. ADJOURNMENT: **Cherie Averill Manner moved to adjourn the meeting, supported by DaNeil Sirjord. Motion carried unanimously.** The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Norman E. "Skip" Ferris III, Director Arrowhead Head Start